

**State Of New Hampshire**  
**Department of Environmental Services and Oil Fund Disbursement Board**  
**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE**  
**AUDIT SERVICES CONTRACT**  
**January 26, 2007**

**I. SERVICES REQUESTED**

The State of New Hampshire Department of Environmental Services (“DES”) and Oil Fund Disbursement Board (“Board”) are seeking the services of a certified public accounting firm, or firms, to audit environmental cleanup projects. Projects include those that are eligible for funding under the New Hampshire Petroleum Reimbursement Fund Program, ref. N.H. Statutes RSA 146-D, RSA 146-E, RSA 146-F and RSA 146-G, and DES contract work conducted under various statutes. Firms determined to be qualified following a review of their Statement of Qualifications and Experience will be asked to appear for a formal presentation/interview. One or two firms will be selected to enter into a four-year contract in consideration of overall qualifications, experience, and interview performance. (Two firms will be selected if there are conflicts of interest due to current or recent client representation.)

**II. GENERAL SCOPE OF SERVICES**

The Board and DES are seeking professional audit services to review project financial records maintained by environmental consultants and contractors at their place of business, for purposes of comparative verification with project records maintained at DES offices, and to otherwise ensure compliance with state statutes and rules. Details of the reimbursement fund program, including a guidance manual and N.H. Code of Administrative Rules Chapter Odb 100-600, may be found at <http://www.des.state.nh.us/orcb/costprog.asp>. Under this four-year contract(s), the majority of companies participating in the reimbursement fund program, and all DES contractors, will be audited - at least once. The work will involve the detailed review of contractor and subcontractor invoices, personnel time sheets and associated documentation, material and supplies receipts, motor fuel consumption logs, inventory and other records. The exact scope, methods, number of audits conducted each year, and reporting requirements will be determined in consultation with the selected firm, or firms.

**III. CONTRACT DURATION AND PRICE**

The firm, or firms, will enter into a four-year contract, with option for renewal at the discretion of the Board and DES. The total contract value is approximately \$350,000 or \$175,000 each if two firms are chosen. Audit services will be conducted on an hourly basis at a negotiated “blended rate” that represents all professional staff, support staff, local travel, materials and expenses. The contract(s) will provide for two separate rates; for years one and two, and years three and four.

**IV. CONTRACTOR SELECTION PROCESS**

Interested firms should submit a Statement of Qualifications and Experience that identifies overall experience, leadership team, working history with environmental cleanup firms and environmental projects, procedures audit experience, quality control procedures, and references. The statement must also include a complete list of environmental consultants and contractors with which the firm has a current affiliation or that employed the firm within the last two years. Interested firms *must* have a New Hampshire office and provide a copy of New Hampshire Secretary of State Certificate of Good Standing and a current Certificate of Insurance. Firms using subcontractors will not be considered. A Selection Committee (Committee) will review each statement submitted, numerically

rank each and the four (4) highest scoring firms will be asked to make a formal presentation and be interviewed by the Committee. The presentation will also be ranked/scored by the Committee.

Selection and offer of contract will be based on the highest combined scores. If there are no conflicts of interest identified for the highest scoring firm, only that firm will be selected to negotiate a contract. If there are conflicts, the highest and next highest scoring firms will be selected to negotiate contracts.

#### **V. SUBMITTAL ADDRESS AND CONTACT**

***Firms responding to this request shall submit five (5) copies of their Statement of Qualifications and Experience by 4:00 PM on Friday, March 2, 2007 - to:***

Timothy R. Denison, Supervisor  
Fund Management Section  
NHDES - Waste Management Division  
P.O. Box 95  
Concord, NH 03302-0095

All inquiries related to this request should be directed to Mr. Denison at the above address, by calling (603) 271-2570, or via email at [tdenison@des.state.nh.us](mailto:tdenison@des.state.nh.us). ***Email contact is preferred.*** In advance, thank you for your interest in this important contract.